

INSTRUCTIONS FOR BIDDERS

Completing Attachment VII

Requirements for displaying the Personnel Salaries of the projected budget have changed significantly. These new requirements supersede the instructions in the Line Item Budget Guide (LIBG), October 2002, (specifically *page 14, **Project Time by a Percentage Range for Multiple Staff Positions** through page 15, **Personnel Positions***), that is included as an Attachment in this Request for Proposal. It is strongly urged that the Bidders read the below revised instructions carefully to understand the new requirements.

Displaying the Monthly Salaries and Percentages for each Position

Only one staff position is allowed per line on the spreadsheet; if there are multiple positions with the same title, they must be individually listed. **The only exception:** If there are more than one identifiable position, with exactly the same monthly salary or hours, and exactly the same percentage per month, these positions may be grouped together and entered onto a single row. If using this exception, please to indicate the number of positions in the No. of Positions column.

If there are more than one of the same position being budgeted for, but the monthly salary, hours and/or percentage differs, then the bidders must separate them and enter them on individuals rows.

Example of each of the scenarios described above:

Eight (8) counselors need to be budgeted for; some have the same salary, percentage and months, but others differ:

Counselor 1 @ \$2,450/month @ 50% x 12 months = \$14,700
Counselor 1 @ \$2,450/month @ 100% x 12 months = \$29,400
Counselor 3 @ \$3,000/month @ 100% x 12 months = \$108,000
Counselor 1 @ \$2,450/month @ 50% x 12 months = \$14,700
Counselor 1 @ \$2,450/month @ 50% x 12 months = \$14,700

For prior proposal submittals, the bidder was encouraged to use the above applications to project the Personnel budget, but was not required to display it. Bidders MUST now display the planned monthly salary per position. For invoicing purposes, as stated in the LIBG, the monthly salary paid to each staff person cannot be more than the established monthly salary rates and time base. Therefore, when computing a projected budget for each fiscal year, the bidder must project carefully and allow for any raises that may occur during that fiscal year.

For example (only):

If the Counselor would receive \$2,450 per month for the first six months, then raised to \$2,750 per month, the bidder would estimates as follows:

6 months x \$2,450/month = \$14,700. 6 months x \$2,750/month = \$16,500

$\$14,700 + \$16,500 = \$31,200$
 $\$31,200/12 \text{ months} = \$2,600 \text{ per month}$

The bidder would, therefore, enter \$2,600 as a monthly salary for the Counselor for 12 months.

Project Time by Hours: A bidder may indicate a position's project time base by the "number of hours" dedicated to the project during the fiscal year; however, this application would require the position's salary to be indicated as an "hourly salary rate" (in the **No. of Months or Hours per Month** column of the spreadsheet), in order to compute the position's budget amount as shown below:

Supervising Counselor: 1 @ \$18.50/hours @ 100% X 2016 hours = \$37,296

The bidder can identify the hourly rate by entering "hours" into the **No. of Months or Hours per Month** column in the spreadsheet. Again, as stated above, for displaying the monthly salaries, the same rules apply with the hourly rates.

INSTRUCTIONS FOR BIDDERS

Completing Attachment VII

IMPORTANT NOTE: Bidders **MUST** read the tab titled "Bidder Requirements" included in this spreadsheet.

Bidders now have the option of using this spreadsheet to submit their budget proposals. Submittal of this form via file format on a CD or diskette is not required; however, the use of it is recommended as it will eliminate the possibility of arithmetic errors.

The worksheets are password protected and cannot be altered, except where highlighted. The bidder will enter information, figures or amounts into each of the highlighted cells, leaving blank the cells where information or amounts are not needed.

This spreadsheet is new to the RFP process. This form supersedes the form previously used and is referenced in the LIBG 2002 as Attachment 1. Additionally, the instructions below on how to compute personnel salaries in the LIBG (on pages 14 and 15) are also superseded by the instructions contained within this form - see Bidder Requirements tab.

HOW TO USE THE ATTACHMENT VII

PERSONNEL	Please note: only one position is allowed per row, with one exception (see Bidder Requirements tab for more detail). Please list each position out individually.
Monthly Salary Range	Per the LIBG instructions, enter a salary range for each position in this column.
Monthly Salary	Per the new instructions within this spreadsheet, enter the individual position monthly salary in this column.
% of Project Time	Per the LIBG instructions, enter % of project time the staff position will be working on this project.
No. of Months	Enter number of months this staff position will be working on this project.
Temporary Help	If applicable; per the LIBG, bidder will enter the total amount to be allocated for this fiscal year for Temporary Help here.
Total Staff Benefits	Per the LIBG, enter benefit range percentages in this box - for example, 17%-30%
Benefits Total	Bidder will compute the total amount for the Benefits, for the fiscal year, and will enter that amount in this cell.

Sub-Contractor / Consultant Costs	Per the LIBG, enter Sub-Contractor information: business name, address and total amount to be spent for the fiscal year in these cells.
Operating Costs	If applicable, enter the total amounts to be budgeted for, for the fiscal year, in these columns. Some operating costs titles have been included for the bidder's convenience. There are blank rows available at the bottom of the list for any additional items the bidder needs to add.
Total Indirect Costs %	Per the LIBG instructions, enter a percentage here. Amount in the Total Column will automatically compute.
Profit/Service Fee %	Per the LIBG instructions, enter a percentage here. Amount in the Total Column will automatically compute.
Total Per Diem Rate	If applicable to the proposal, per the LIBG instructions, enter an amount here.

HOW TO USE THE (Non-Expendable Equipment) WORKSHEETS

Use this form, if applicable, per the LIBG instructions. All cells available to be used by the bidder are highlighted.

Equipment Item	Enter name of equipment in this cell. Please use one section for each item listed - do not items together.
Equipment Serial Number	Enter equipment serial number.
Rent Cost	Enter cost of rental
Least Cost	Enter cost of leasing
Acquisition Cost	Enter the cost of acquisition
Useful Life	Enter number of years of useful life
Depreciation Cost	Enter depreciation cost

HOW TO SAVE/SEND SPREADSHEET WHEN SUBMITTING

Instructions on how to name the file and how to send it with your proposal is included in the email message that accompanied this spreadsheet. If there are any questions regarding this process, please contact the Contract Analyst assigned to this proposal immediately for verification.

CONTRACTOR NAME:
 California Department of Corrections and Rehabilitation (CDCR)
 Division of Juvenile Justice

RFP: DJJ.06023
 ATTACHMENT VII

**BUDGET PROPOSAL
 FEMALE YOUTHFUL OFFENDER
 12 MONTHS**

A.	PERSONNEL	No. of Positions	Monthly Salary or Hourly Rate Range			% of Project Time	No. of Months or Hours per Month		TOTAL
							Months	Hours	
		0.0	\$	-	\$	100%	12		\$0.00
			\$	-	\$				\$0.00
			\$	-	\$				\$
			\$	-	\$				\$
	Subtotal								\$0.00
	OTHERS:								
	Fringe Benefits								
		0.0	\$	-	\$	0%			\$0.00
			\$	-	\$				\$0.00
			\$	-	\$				\$
			\$	-	\$				\$
			\$	-	\$				\$
	Subtotal								\$0.00
	Monthly Salary Position								
		0.0	\$	-	\$	0%			\$0.00
			\$	-	\$				\$0.00
			\$	-	\$				\$
			\$	-	\$				\$
	Subtotal								\$0.00
	Hourly Rate Positions								
		0.0	\$	-	\$			0.00	\$0.00
			\$	-	\$				\$0.00
			\$	-	\$				\$0.00
			\$	-	\$				\$0.00
			\$	-	\$				\$0.00
Subtotal								\$0.00	
Temporary Help (Total Dollars for Above Term)								\$0.00	
Overtime (Total Dollars for Above Term)								\$0.00	
Total Staff Salaries								\$0.00	
Total Staff Benefits (% of Total Staff Salary)		0.00%	-		Range	Percent	0.00%		
TOTAL PERSONNEL COSTS (A)								\$0.00	
B.	OPERATING COSTS								
	Travel								\$0.00
	Food								\$0.00
	Communications								\$0.00
	Supplies								\$0.00
	Printing								\$
	Fax								\$

	Telephone			\$
	Rent			\$
	Subcontractors/Consultant Costs			\$
	Consulting Fees			\$
	Licensing Fees			\$
	Supplies/Expendable Equipment			\$
	Non-expendable Equipment			\$
	Additional Line Items			\$
				\$
				\$
				\$
				\$
	TOTAL OPERATING COSTS ©			\$0.00
	SUBTOTAL ANNUAL DIRECT EXPENSES (SUM OF A+B)			
D.	TOTAL INDIRECT CC	Percentage of Subtotal Annual Direct Expenses =	0.00%	\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
	TOTAL BUDGET FOR FISCAL YEAR (SUM OF A+B)			\$
	If applicable to the contract - total Per Diem Rate			\$

